

## **基督教宣道會錦綉幼稚園幼班家長通告(第 20/21-008C 號)**

### **有關全港學校分階段恢復面授課堂的相關安排**

敬啟者：

懇切期待已久的恢復面授課堂日子，終於由教育局於9月分宣布幼稚園分兩個階段逐步恢復面授課，並實行半日上課以減低感染風險。第二階段定於2020年9月29日(星期二)為幼班復課，但為了孩子的健康和 safety，請依「開課家長須知」的時間安排兒童返學及放學，並請家長與校方攜手合作進行下列措施：

#### **1. 離開家居前的準備**

- a. 在恢復面授課堂的第一天上學日向班主任交回「學生外遊及健康狀況申報表」(見附件)
- b. 每天為兒童更換清潔的校服
- c. 每天用 1:99 的稀釋家用漂白水抹書包(書包不可扣上毛公仔)、鞋等，待15-30分鐘後，用水清洗並抹乾
- d. 上學前為兒童探熱，並把溫度記錄於體溫表內
- e. 為兒童預備 2 個口罩放於清潔的密實袋中帶返校備用

#### **2. 到達本校校園**

- a. 到達本校校園的教職員、兒童、家長及傭工必須佩戴口罩
- b. 家長或傭人只適宜到達大門外，由內門起只限兒童進入
- c. 兒童進入校園後，會由老師噴酒精搓手液潔淨雙手及檢查體溫
- d. 兒童進入課室前會經過消毒地毯及再洗手

#### **3. 兒童恢復面授課堂**

- a. 安排兒童分批上學及放學
- b. 盡量使用學校空間，讓兒童保持一定的距離，及避免讓他們近距離面對面而坐
- c. 安排兒童分批在不同時段使用洗手間
- d. 兒童分批使用洗手間，老師及校工姨姨必從旁提點和協助
- e. 老師會盡量使用課室空間，安排兒童分批及保持距離，進食簡單茶點
- f. 為安全會暫時取消體能課、集體及小組活動，活動以個人為主，避免聚集及社交接觸
- g. 避免兒童共用設施、器材及物品等

#### 4. 學校的衛生措施

- a. 於停課期間，校舍已全面清潔消毒，又全校冷氣的隔塵網已清洗
- b. 全校環境、設備和用品已按衛生防護中心指引清潔和消毒
- c. 全校洗手間備有視液、抹手紙及有蓋垃圾桶
- d. 全校課室備有酒精搓手液、火酒、紙巾及口罩等
- e. 每天在兒童上學前及放學後，全校環境、設備和用品將全面清潔及消毒
- f. 會打開課室窗戶，並使用風扇及抽氣扇，增加室內空氣流通
- g. 如使用冷氣，會確保有足夠新鮮空氣提供
- h. 暫不讓兒童共用物品
- i. 校工預備茶點時會佩戴口罩和手套
- j. 老師為兒童提供茶點時亦會佩戴口罩和手套
- k. 如發現兒童生病會立即聯絡家長帶返家中休息

#### 5. 保姆車的衛生措施

- a. 確保保姆車車廂清潔及衛生
- b. 保持車廂空氣流通，且冷氣系統運作良好
- c. 司機、保姆及兒童上車前要佩戴口罩
- d. 會盡量使用車廂空間，讓兒童分散而坐
- e. 加強清潔保姆車次數

備註：以上各項安排均參考教育局及衛生防護中心的指引，並會持續執行

#### 6. 若個別家長對恢復面授課堂有所憂慮，可考慮讓子女留在家中，而學校會彈性地處理學生告假事宜。

此致  
幼班家長



基督教宣道會錦綉幼稚園

校長：  謹啟

朱逢招

二零二零年九月二十一日

**Relevant arrangements for the resumption of face-to-face classes in all schools in Hong Kong**

Dear Parents:

The long-awaited resumption of face-to-face classes was finally announced by the Education Bureau in September. Kindergartens will gradually resume face-to-face classes in two stages and implement half-day classes to reduce the risk of infection. The second stage is scheduled for the resumption of the K1 class on September 29, 2020 (Tuesday). However, for the health and safety of the children, please arrange the children's return and dismissal according to the "Parents' notice for K1 Class", and parents are requested to cooperate with the school to take the following measures:

**1. Preparation before leaving home**

- a. Please return the "Student Outbound Travel and Health Status Declaration Form" to the head teacher on the first school day when the face-to-face class is resumed (see attachment)
- b. Change clean school uniforms for children every day
- c. Use 1:99 diluted household bleach to wipe schoolbags (the schoolbags cannot be buckled with fur dolls), shoes, etc., wait for 15-30 minutes, rinse with water and wipe dry
- d. Detect the children's heat before school and record the temperature on the thermometer
- e. Prepare 2 masks for children, put them in a clean and compact bag and bring them to school for later use

**2. Arrive at our campus**

- a. Staff, children, parents and helpers who arrive on our campus must wear masks
- b. Parents or servants are only suitable to reach outside the gate, and only children can enter from the inner gate
- c. After children enter the campus, the teacher will spray alcohol handrub to clean their hands and check their body temperature
- d. Children will disinfect the carpet and wash their hands before entering the classroom

**3. Children resume face-to-face classes**

- a. Arrange for children to go to and leave school in batches
- b. Use school space as much as possible, keep children at a certain distance, and avoid letting them sit face-to-face at close range
- c. Arrange for children to use the restroom in different periods
- d. Children use the restrooms in batches. Teachers and school workers must provide assistance and help
- e. The teacher will use the classroom space as much as possible, arrange the children in batches and keep their distance, and eat simple refreshments

- f. For the sake of safety, physical fitness classes, collective and group activities will be temporarily cancelled, and the activities are mainly individuals, avoid gatherings and social contacts
- g. Prevent children from sharing facilities, equipment and objects, etc.

#### **4. Health measures in schools**

- a. During the suspension period, the school buildings have been thoroughly cleaned and disinfected, and the dust screen of the air conditioning system has been cleaned
- b. The school environment, equipment and supplies have been cleaned and disinfected according to the guidelines of the CHP
- c. Toilet liquid, toilet paper and covered dustbins are available in the school restroom
- d. There are alcohol hand rub liquid, paper towel and mask in the classroom
- e. Everyday before and after school, the school environment, equipment and supplies will be thoroughly cleaned and disinfected
- f. We will open the windows, and use fans and exhaust fans to increase indoor air circulation
- g. If air conditioning is used, sufficient fresh air will be provided
- h. Children are not allowed to share goods for the time being
- i. School workers wear masks and gloves when preparing refreshments
- j. Teachers also wear masks and gloves when providing refreshments for children
- k. If a child is found to be ill, we will contact his parents immediately and take him home to rest

#### **5. Hygiene measures of school bus**

- a. Ensure cleanliness and hygiene of school bus
- b. Keep the air in the carriage in good condition
- c. Drivers, nannies and children should wear masks before boarding
- d. We will try our best to use the car space to let the children sit separately
- e. Strengthen the cleaning times of school bus

Note: the above arrangements are guided by the Education Bureau and the Centre for Health Protection and will be implemented on an ongoing basis

**6. If individual parents are worried about the resumption of face-to-face classes, they can consider leaving their children at home, and the school will flexibly handle student leave matters.**

Yours sincerely,



Chu Fung Chiu  
The Principal

**2019 冠狀病毒病  
學生外遊及健康狀況申報表**

學生姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 編號：\_\_\_\_\_ 性別：男／女

請填妥下列表格交回學校（在適當方格上加上「✓」號）。

**甲部 — 14 天內的學生外遊紀錄**

☐ 本人子女在回校前 14 天內沒有離開香港

☐ 本人子女在回校前 14 天曾到訪香港境外的國家／地區

離港時期：由 2020 年\_\_\_\_ 月\_\_\_\_ 日（離港日期）至\_\_\_\_ 月\_\_\_\_ 日（抵港日期）

外遊地點（請列明國家及城市）：\_\_\_\_\_

**乙部 — 學生是否曾經確診**

☐ 本人子女沒有證實患上「2019 冠狀病毒病」。

☐ 本人子女曾證實患上「2019 冠狀病毒病」，並已痊癒。  
留院日期：由\_\_\_\_ 月\_\_\_\_ 日至\_\_\_\_ 月\_\_\_\_ 日

**丙部 — 照顧學生、或與學生同住的人士的健康情況**

☐ 照顧本人子女、或與其同住的人士均沒有證實患上「2019 冠狀病毒病」。

☐ 照顧本人子女、或與其同住的人士中，有證實患上「2019 冠狀病毒病」，現已經痊癒／仍留院醫治／出院進行藥物治療（請刪去不適用者）。

該患者和本人子女的關係：\_\_\_\_\_

☐ 照顧本人子女、或與其同住的人士中，並沒有被衛生署界定為 2019 冠狀病毒病確診個案的「密切接觸者」。

**丁部 — 學生的健康狀況**

☐ 本人子女沒有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。

家長／監護人簽署：\_\_\_\_\_

家長／監護人姓名（正楷）：\_\_\_\_\_

日期：\_\_\_\_\_

註：「密切接觸者」一般指曾經照顧患者、與患者共同居住或曾經接觸過患者的呼吸道分泌物和體液的人士。